



# EMPLOYMENT OPPORTUNITY

1. RPA # <b>CCFC -002 &amp; 005</b>
ANALYST'S INITIALS <b>KR</b>
DATE <b>01/06/06</b>

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

CLASS TITLE <b>Assoc Gov't Program Analyst Staff Services Analyst (2 positions)</b>	POSITION NUMBER 319-001-5393-900 319-001-5157-900	TENURE <b>PERMANENT</b>	TIME BASE <b>Full Time</b>	CBID <b>R01</b>
OFFICE OF <b>Program Management Division</b>	LOCATION OF POSITION (CITY or COUNTY) <b>Sacramento</b>			MONTHLY SALARY <b>AGPA \$4111 TO \$4997 SSA \$2632 to \$4155</b>
SEND APPLICATION TO: CA Children & Families Commission 501 J Street, Suite 530 Sacramento, CA 95814  Attn: Gwen Atkins	REPORTING LOCATION OF POSITION <b>501 J Street, Suite 530, Sacramento, CA 95814</b>			
	SHIFT AND WORKING HOURS <b>DAYS - 8:00 a.m. - 5:00 p.m.</b>			
	WORKING DAYS, SCHEDULED DAYS OFF <b>MONDAY through FRIDAY, DAYS OFF: SAT/SUN</b>			
	PUBLIC PHONE NUMBER <b>(916) 323-2524</b>	PUBLIC PHONE NUMBER <b>( ) -</b>		
SUPERVISED BY AND CLASS TITLE <b>Emily Nahat, Deputy Director</b>				FILE BY <b>1/19/06</b>

## SELECTION CRITERIA - -

- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered.
- Downgrade to SSA will be considered for recruitment purposes and duties will be adjusted accordingly.
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

## DUTIES

The incumbent will work primarily on the Commission's signature program serving young children (birth to age five) and their families. First 5 California (also known as the California Children and Families Commission) is a small relatively new state agency established in 1999 and supported by a tobacco tax to create innovative and effective early childhood programs designed to help children succeed in school and in life. Join the team to contribute to exciting and challenging work that is making a difference in the lives of the State's youngest residents—and the future of California.

Under the general direction of the Deputy Director, the incumbent will act as lead analyst in :

- designing and implementing fiscal accountability systems for special program allocations to counties;
- creating technical assistance tools;
- developing contracts, requests for proposals and funding plans;
- reviewing and maintaining fiscal records and files on contract invoices and deliverables;
- producing reports and presentations on the status of programs for the First 5 state and county staff, commissioners, and partners; and
- supporting consultants through research and data analysis in selected program areas.

All work will require the use of Microsoft Office software (Word, Excel, Access, and Power Point) and internal databases.

The Commission's office is currently located downtown, but there are plans underway to move to the Natomas area in 2006, which will offer free parking.

Full duty statement available upon request.

## KNOWLEDGE AND ABILITIES

**Knowledge of:** Principles, practices and trends of public and business administration; management and supportive staff services such as budgeting, personnel, and management analyses; government functions and organization; and methods and techniques of effective conference leadership.

**Ability to:** Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

#### **DESIRABLE QUALIFICATIONS**

- Excel, Spreadsheet and Access database development, maintenance and report development
- Familiarization with California Legislative process

#### **SPECIAL PERSONAL CHARACTERISTICS**

- Ability to perform well under the pressure of numerous time-sensitive, high priority projects
- Ability to take initiative, and work both independently and as a team member
- Ability to work with diverse constituencies including county, local, and state agencies and groups
- Ability to 'represent' First 5 CCFC and present at meetings with County Commission staff, other state departments, stakeholders, and others.

#### **ADDITIONAL QUALIFICATIONS**

- Excellent computer skills using Word, Excel, and Power Point
- Ability to communicate effectively
- Knowledge and experience in grant application review, monitoring, and administration
- Knowledge and experience in budgeting and accounting
- Knowledge and experience in state contracting

#### **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES**

##### **WORK ENVIRONMENT**

- Willingness to travel by car, bus, train, or airplane as required for successful job performance

##### **PHYSICAL ABILITIES**

- Occasionally bend, lift, and move file boxes, training materials and other items weighing up to 35 pounds in connection with duties or acquire support services to accomplish these tasks.

##### **MENTAL ABILITIES**

- Think and reason in analyzing quantitative and qualitative information
- Function effectively under demanding and competing deadlines
- Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience
- Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis
- Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar and sentence and paragraph structure; and tailor written communication to the intended purpose and audience